Cleveland Museum of Art Extensions Department records. 1111.095

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Describing Archives: A Content Standard

Ingalls Library and Museum Archives 11150 East Blvd. Cleveland, OH, 44106 216-707-2492 archives2@clevelandart.org

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Summary Information

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Repository Ingalls Library and Museum Archives

Creator Cleveland Museum of Art. Extensions Department.

Title Cleveland Museum of Art Extensions Department records.

Date [bulk] Bulk, 1950-1992

Date [inclusive] 1916-1992

Extent 20.0 Cubic feet [60 boxes]

General Physical Includes paper, photographs, and microfilm.

Description note

Language English

Preferred Citation note

The Cleveland Museum of Art Archives, Records of the Extensions Department, date and short description of document [e.g., letter from Whiting to Kent, 6 June 1916].

Biographical/Historical note

Before the Cleveland Museum of Art opened the doors in 1916, the Extensions Department, or Division of Circulating Exhibits, was created. As part of the education department, extensions' purpose was to provide materials free of charge to local educational and civic organizations in order to assist in public education and awareness of the arts. The department maintained its own collection of objects in every media spanning ancient through contemporary art and covering all parts of the world. This collection was independent of the art museum's primary collection and therefore completely under the jurisdiction of the education department. Before the museum opened, the education department sent ambassadors throughout the city to spread the word about what the museum had to offer the community. The extensions division would continue this work after the museum opened by bringing mini galleries to libraries and schools all over northeast Ohio.

The museum's first director Frederic A. Whiting appointed Emily Gibson as head of the education department. Education was so important to Whiting that Gibson was one of the first people he hired. She immediately began working with local institutions to bring collections to the public. Whiting appointed Ruth Field Ruggles as head of extensions after Miss Gilquist, the first person working with the extensions materials, joined the war efforts in Europe in 1918. Whiting chose Ruggles for several reasons. She was the wife of Cleveland Museum of Art photographer Edd Ruggles and therefore a friend of the museum. Secondly, she worked with the Cleveland Public Library and could help solidify a relationship between the library and the museum. Mrs. Ruggles supplied the many cases throughout the Cleveland library branches with materials and created exhibits for the public free of charge. The library supplied Mrs. Ruggles with a car and driver to transport those materials.

During the early years the extensions department relied on gifts and loans for exhibits. Money was not budgeted to the division itself. It was only when the education department had any money left over that extensions could purchase much needed objects. The division's exhibits grew from fifteen in 1917 to thirty-five in 1920. This put a great deal of stress on the small collection. In a letter to Whiting in 1920, Ruggles explained the demands upon the department and the need for money to purchase new items for exhibits as "urgently necessary." She explained that they could not accept any new cases to display materials due to the lack of materials. Ruggles could have never dreamed that over the next seventy-five years the department would amass over 18,000 objects for display and use. Several endowments, including the educational purchase fund and a Rockefeller grant helped the department purchase small objects but it was not until 1948 with the establishment of the Harold T. Clark Educational Extensions Fund that the collection experienced major growth.

After thirty years of service including guiding the division through World War II, Ruth Field Ruggles retired in 1947, although she stayed on staff as a volunteer for many more years. She handed the division over to Doris Dunlavy. Dunlavy began with extensions in October 1946. Armed with a background in art and some teaching experience, she dove right in taking a considerable load off of Ruggles and proving a great addition to the staff. Dunlavy would deal with an ever increasing demand for exhibits around the Cleveland area. The growth of the division is reflected in annual reports. The reports became longer with

the addition of more schools to the program. The increase in materials was helped significantly by the Harold T. Clark Educational Extensions Fund.

In January, 1960 the Extensions Exhibitions Department separated from the Education Department becoming an independent unit. The new department opened three galleries throughout the city. The first opened on the east side of Cleveland at Karamu House in 1959. The second extensions gallery opened in the summer of 1960 in the Cleveland Public Library and was simply called The Library Art Gallery. The Lakewood Civic Art Gallery opened in 1961 on the west side in Lakewood High School. These Galleries housed exhibits on a three month rotating schedule and were a great way for the department to show its larger collections to the public.

Extensions went through many changes in the 1970s. Doris Dunlavy retired in 1974 after twenty-eight years of service. Dunlavy had expanded extensions far beyond the original expectations of museum founders. In the spirit of broadening public education the extensions department became part of the Department of Art History and Education with Dunlavy's departure. The department went through another quick change of directors when Janet L. Mack took over extensions for the next two years until her retirement in 1976. Andrew T. Chakalis became the next extension division supervisor and would remain until the dismantling of the department in 1992.

The end of the extensions division came as a shock to museum staff and to the institutions that had come to depend on regular installations of materials from the museum. Due to budget constraints, in 1992 the Board of Trustees issued a statement informing everyone that the division would be closed by the end of the year. Only specific collections that were previously promised to extension exhibition locations would be loaned the following year. The 1992 museum annual report stated that collection materials that had taken three quarters of a century to amass and were exemplified around the world as a model teaching technique were being catalogued for a "better understanding of how those unusual resources might function in the broader education-outreach mission of the Museum." Outraged, many people associated with the department and in the community wrote letters begging the board to continue some sort of educational outreach for the community. By the end of 1992 the department was dissolved and Ann C. Boger, who joined Extensions in 1980, was the only person left to finish the division's business. The department was reorganized as Art to Go and continued providing educational programming using the education art collection.

Scope and Contents note

The Records of the Extensions Department detail activities of the department from 1916 until its closing in 1992. Some of the records include information up to 1996 but the bulk of the information is from the years 1950-1992. Included are administrative files including reports and procedures; exhibit information including case lists and set up diagrams; photographs of exhibits including artwork, locations, and people; correspondence between the staff; artists and locations; and files on the 75th Anniversary of the Art Museum.

Arrangement note

Arranged by series, thereunder by subseries, thereunder numerically or alphabetically.

Administrative Information

Publication Information

Ingalls Library and Museum Archives

Conditions Governing Access note

Open to the public. For more information or to access this collection contact archives staff at archives2@clevelandart.org.

Processing Information note

Processed by Allison Powell, Alyce Nunn, and Susan Miller. Processing completed April, 2011. Finding aid by Allison Powell.

Controlled Access Headings

Corporate Name(s)

• Cleveland Museum of Art. Department of Education.

Personal Name(s)

- Dunlavy, Doris
- Ruggles, Ruth, -1974.

Subject(s)

- Art -- Ohio -- Cleveland -- Exhibitions.
- Art -- Ohio -- Cleveland.
- Art in education.
- Cleveland Museum of Art -- Exhibitions.
- Cleveland Museum of Art Events

Collection Inventory

Administrative 1920-1996 0.8 Cubic feet [2.5 boxes]

Scope and Contents note

These files detail department operations and include manuals and procedures, departmental history and overviews, and the closing of the department. The closing files include copies of letters to extensions staff urging them to write the board of trustees to complain. Also included in the series is an explanation of the purpose and function of the extensions department. Photographs are also included. There are annual report files from 1920's-1996 (missing 1928-1938), quarterly reports 1960-1963, and budgets 1990, 1993-1996.

	Box	Folder
Annual reports ca. 1920-1927	1	1
Annual reports 1939-1940	1	2
Annual report 1941	1	3
Annual reports 1942-1943	1	4
Annual reports 1944-1945	1	5
Annual reports 1946-1947	1	6
Annual reports 1948-1949	1	7

Annual reports 1950-1951	1	8
Annual reports 1952-1953	1	9
Annual reports 1954-1955	1	10
Annual reports 1956-1957	1	11
Annual reports 1958-1959	1	12
Annual reports 1960-1961	1	13
Annual reports 1962-1963	1	14
Annual reports 1964-1965	1	15
Annual reports 1966-1967	1	16
Annual reports 1968-1969	1	17
Annual reports 1970-1971	1	18
Annual reports 1972-1973	1	19
Annual reports 1974-1975	1	20
Annual reports 1976-1977	1	21

Annual reports 1978-1979	1	22
Annual reports 1980-1984	1	23
Annual reports 1985-1987	2	1
Annual reports 1988-1990	2	2
Annual reports 1991-1995	2	3
Annual report 1996	2	4
Quarterly reports 1960-1963	2	5
Budgets 1990, 1993-1996	2	6
Booklet on the department of art history and education of the Cleveland Museum of Art ca. 1978	2	7
Booklet on the Extensions division n.d.	2	8
Booklet on the department of art history and education of the Cleveland Museum of Art- photography ca.1978	2	9
Booklet on the servives of the Extentsions Division ca.1990	2	10
Booklet on the services of the Extension Division- photographs	3	1

Department overview and staff responsibilities ca.1990	3	2
Extensions Division history and department overview ca.1984	3	3
Extesions Division information packet with brochures ca.1989	3	4
Manual/ procedures n.d.	3	5
Presentaion about Extensions Department ca. 1955-1965	3	6
History of Extensions Department n.d.	3	7
Report on modular displays ca.1987	3	8
Report on school services ca.1986	3	9
Special reports re: the section of circulating exhibits ca.1950	3	10
Extensions Department closing 1992	3	11
Collections 1917-1992 1.33 Cubic feet [4 boxes]		
Collections subject files 1917-1992 (Bulk, 1950-1992)		
Scope and Contents note		

Collections subject files contain correspondence, reports, lists of gifts, loans and purchases, and a collection policy written by Ann Boger ca. 1988. A general overview of the extensions collection can be surmised from this series.

	Box	Folder
Accessions ca. 1990	3	12
Accessions- purchases: [restricted] 1941,1970,1973,1980,1985,1987	3	13
Accessions- purchases of reproductions: [bulk is correspondence with Osterkemp-Mead corporation] 1923-1927	3	14
Accessions report ca. 1987-1989	3	15
Ackerman, Fredrick W.G. Loan review department Huntingon Bank 1985-1987	3	16
Akron Art Institue 1969, 1974-1978	3	17
Arms and armor in the education department 1950	3	18
Calfee doll collection 1963-1964	3	19
Collections policies: Ann Boger [ca. 1988]	3	20
Damage to "Formation" by Anne MacDougall 1981	3	21
Early American collection: D. Weber	3	22

Gifts 1960, 1977-1992	3	23
Gifts and loans: [restricted] 1917-1932, 1949, 1951, 1972	3	24
Gifts of purchase of FAP produced pieces ca. 1954	3	25
Gifts and purchases 1987	3	26
Hukusai's prints- Japanise woodblock prints 1986	3	27
Jellife collection n.d. [1992]	3	28
Kachina doll n.d.	4	1
Library set listings 1987-1988	4	2
Marionettes and puppets 1952-1967	4	3
New Deal art 1986	4	4
North American indian-Label information: folder 1 ca. 1955-1965	4	5
North American indian-Label information: folder 2 ca. 1955-1965	4	6
Oceanic -south seas- label copy ca. 1955-1965	4	7
Primitive- Africa- research and label copy	4	8

Primitive-Africa- label copy ca. 1955-1965	4	9
Primitive-Eskimo- label copy	4	10
Relief prints for Art Institute n.d.	4	11
Shawabti, limestone, dynasty XVIII	4	12
South American: label copy and research n.d.	4	13

Collections-photography-A-Z undated

Scope and Contents note

This series contains photographs of some of the extensions collections. Most of the photos have no dates. Some of the photos have the extensions identification number on the back.

	Box	Folder
Collections-photographs-ancient-classical	4	14
Collections-photographs-ancient-Egypt	4	15
Collections-photographs-ancient-misc.	4	16
Collections-photographs-ceramics	4	17
Collections-photographs-dolls	4	18

Collections-photographs enamels	4	19
Collections-photographs-glass	4	20
Collections-photographs-misc.	4	21
Collections-photographs-oriental	5	1
Collections-photographs-paintings	5	2
Collections-photographs-pottery and porcelains	5	3
Collections-photographs-primitive-Eskimo	5	4
Collections-photographs-primitive-gallery photos	5	5
Collections-photographs-primitive-South Pacific	5	6
Collections-photographs-religious and/or Christmas	5	7
Collections-photographs-sculpture	5	8
Collections-photographs-textiles	5	9
Collections-photographs-theatre:puppets,masks,etc.	5	10
Collections-photographs-wood	5	11

Collections-photographs-writing, manuscripts	5	12
Collections-photographs-silver	5	13
Collections-photographs-unidentified Near East and South East Asia	5	14

Check out books 1965-1969, 1990

Scope and Contents note

This series has been kept in its original order and is a list of the books that the department owned that were checked out by people or schools. The lists contain the book number, artist, title, location, and out and in dates.

	Box	Folder
Check out book 1965-1969	5	15
Check out book manuscript and painting file through 1990	5	16
Check out book painting through 1990	5	17
Check out book prints through 1990	5	18
Check out book prints through 1990	5	19
Loans 1919-1993 (Bulk, 1980-1993)		
Scope and Contents note		

This series deals with loans of extensions art work and art work borrowed by extensions. Most of the loans in this series are not to schools but to other museums or universities. It also includes correspondence, loan agreement forms, and photographs.

	Box	Folder
Loans 1919, 1926-1967	6	1
Loans 1968-1979	6	2
Loans 1980-1986	6	3
Loans American Federation of the Arts: "Sounding Forms: African Musical Instruments" [restricted] 1987-1989	6	4
Loans bronze exhibit, Art Institute of Chicago: [restricted] 1988-1989	6	5
Loans bronze exhibit, Art Institute of Chicago: (photographs) 1988-1989	6	6
Loans Mrs. E.R. Biddle, Hungarian exhibit, Philadelphia 1977-1978	6	7
Loans Case Western Reserve University, Mather Gallery- Biehle pieces 1986	6	8
Loans Exhibit of illuminated manuscripts and leaves, CMA 1992	6	9
Loans "The Forge of Vulcan" CMA show 1992	6	10

Loans W. Blake's Inferno Illustration to CMA show: "The Birth and Flowering of British Romantic Art" CMA shows 1990	6	11
Loans Cleveland Public Library 1986, 1990-1991	6	12
Loans Cleveland State University "Textiles from Sub-Saharan Africa" [restricted] 1991	6	13
Loans Firelands Association for the Visual Arts, reproductions 1982-1983	6	14
Loans Gerald White request for Murer poster 1991	6	15
Loans Kent State University, "Cleveland Enamelists" [restricted] 1987-1988	6	16
Loans Lehman College Art Gallery, "Black Printmakers and the WPA" [restricted] 1989	6	17
Loans Mississippi Museum of Art "Two Generation" by Elizabeth Catlett, [restricted] 1990	6	18
Loans Museum of Art and Archaelogy, "The Art of the July Monarchy" [restricted] 1988-1989	6	19
Loans north Carolina Museum of Art for "Methods of the Masters, Techniques in Art" [restricted] 1986-1987	6	20
Loans Oaxala Series #2 by Evelyn S. Ward [restricted] 1990	6	21

Loans Pine Branch by A.F. Biehle 1990	6	22
Loans San diego Museum of Art- puppets 1991-1992	6	23
Loans to University of Missouri for "The Art of the July Monarchy 1989-1990	6	24
Loans unmatted reproductions 1975-1976	6	25
Loans George Woideck 1981, 1989	6	26
Loans Museum of Natural History "Hungarian 1992	6	27
Loans Wayne Center for the Arts- Medieval Materials 1992-1993	6	28
Shipping Orders 1948-1985 (Bulk, 1960-1985)		
	Box	Folder
Shipping orders: misc. 1948-1957	6	29
Shipping orders: A-G 1960-1985	6	30
Shipping orders: H-L 1960-1985	7	1
Shipping orders:M 1960-1985	7	2
Shipping orders: N-S 1960-1985	7	3

Shipping orders: T-V 1960-1985	7	4
Shipping orders: W-Z 1960-1985	7	5

Correspondence and Memorandum 1925-1992 (Bulk, 1960-1992) 0.8 Cubic feet [2.5 boxes]

Scope and Contents note

The correspondence series contains the correspondence and memorandums of the extensions department. The memos range from 1962-1992 with the years 1986-1992 having individual year folders. Correspondence is to people and places including Stewart & Stewart, Cuyahoga Community College, Cleveland Health Museum, and the Weatherland Foundation.

	Box	Folder
Correspondence A 1963-1991	7	6
Biehle, Fred, 1983 1990	7	7
Blausen, Whitney- the costume colletion 1989-1991	7	8
Correspondence B 1969-1992	7	9
Cleveland Health Museum "Who's Zoo in Medicine 1959-1960	7	10
College of Saint Teresa 1990	7	11
Cleveland Institute of Music 1975, 1980-1981, 1987, 1989-1991	7	12

Cleveland Playhouse (c/o Halle's) 1978	7	13
Columbia Museum of Art 1987-1988	7	14
Cuyahoga Community College 1973-1979, 1987, 1992	7	15
Correspondence C 1969-1992	7	16
Embroiderers' Guild of Greater Cleveland (including Fiber Tour, 1988) 1986-1988	8	1
Feren, Maurie B. 1985	8	2
Franklin Furnace Archive- "Future of the Book/ the Book of the Future 1984	8	3
Correspondence D-F 1969-1992	8	4
Garden Center of Greater Cleveland 1978-1984, 1991-1992	8	5
Correspondence G 1969-1992	8	6
Correspondence H 1968-1992	8	7
Correspondence J 1958-1992	8	8
Correspondence K 1972-1992	8	9

Lenihan Insurance Company, includes Mary B. Warner material 1925-1927	8	10
Lords Gallery 1976-1979	8	11
Lorain Community College 1976-1977, 1987, 1991	8	12
Correspondence L 1970-1988	8	13
Mansfield Art Center 1977-1983, 1988	8	14
Marc Richards Gallery 1986	8	15
Correspondence M 1956-1992	8	16
Correspondence N 1962-1992	8	17
Ohlirich, Harry [restricted] 1969	8	18
Penfied, Louis 1986-1987	8	19
Correspondence O-P 1969-1992	8	20
Registrar's office 1988-1991	8	21
Correspondence R 1964-1990	8	22

Stewart and Stewart 1981-1989	8	23
Stewart and Stewart 1990-1992	8	24
Studio Museum in Harlem 1979-1983	8	25
Correspondence S 1949-1991	9	1
Taft Learning Resource Center 1978-1979, 1981	9	2
Turner, Evan- internal memos and notes 1983-1988	9	3
Correspondence T 1969-1992	9	4
Univesity Hospitals of Cleveland 1948, 1981-1982, 1986-1987	9	5
University of Wisconsin 1978	9	6
Correspondence U-V 1965-1988	9	7
Wayne Center for the Arts 1991-1992	9	8
Weatherhead Foundation 1971-1974	9	9
Wheeler, Larry (CMA manager of development and membership) 1986-1987	9	10

Women's City Club Exhibits 1979-1981	9	11
Correspondence W-Z 1948-1992	9	12
Correspondence misc.	9	13
Memos and internal business, [restricted], 1962-1985	9	14
Memos and internal business 1986	9	15
Memos and internal business 1987	9	16
Memos and internal business 1988	9	17
Memos and internal business 1989	9	18
Memos and internal business 1990	9	19
Memos and internal business 1991	9	20
Memos and internal business 1992	9	21
Extensions' Exhibitions 1951-1994 12.33 Cubic feet [37 boxes]		
Exhibitions arranged chronologically 1951-1994 9.33 Cubic feet [28 boxes]		
Scope and Contents note		

This subseries contains nearly every exhibit the Extensions department produced for a venue from 1951 to 1994, arranged chronologically. Many of the exhibits contain some of the following: art work labels, brochures, case lists, correspondence, display layouts, essays about the artists or the works, floor plans, lists of works included in exhibit, loan forms, memos, newspaper clippings, order forms, photographs, press releases, and shipping orders. The exhibits were reused by different venues in different years and therefore continuously reappear throughout the subseries.

	Box	Folder
Cleveland art week exhibit at Second Federal Bank 1951	10	1
Seaway exhibition 1959	10	2
Pre-Columbian- south corridor, [Oct. 1960- Dec. 1960]	10	3
North American Indian [installed March 1958] lists of objects, correspondence, exhibit diagrams 1967	10	4
African art text, education corridor 1968	10	5
Looking at African art, CMA lower education level, October 3,1973- December 30,1973	10	6
Sculptors' prints and drawings, CMA lower education level, September 24,1975-October 19, 1975	10	7
American Japonism: list of objects, loan aggrements, ins. Forms, essay, newspaper clippings, correspondence, photographs, [restricted] 1975	10	8
Aspects of 19th century sculpure, [restricted] 1975	10	9

Aspects of 19th century sculpture, photographs 1975	10	10
Oriental art: modular unit: materials registration with object lists 1975-1976	10	11
Textile Arts Club: artists address and exhibit list, correspondence, photographs 1976	10	12
Heritage and Horizon: documentary exhibit: artist biographies, registrar's file, photographs 1976	10	13
Materials and Techniques of 20th Century Artists: loans agreements, Beck Center loan agreements, [restricted] 1976	10	14
Materials and Techniques of 20th Century Artists: CMA: brochure, invitation, correspondence, exhibit layout, labels Beck Center: invitation, newspaper clippings, diagrams, brochure, essay 1976	10	15
Materials and Techniques of 20th Century Artists: photographs 1976	11	1
Arts of the American Indian: loan agreements, essay, labels, exhibit diagrams, photographs, [restricted] 1976	11	2
Exhibition Photo Album [modular exhibitions]: Ancient Greece, N.W. coast Indians, Oriental/Japanese 1976-1977	11	3
Modular Unit: loan agreements, requests, label orders, correspondence, exhibit diagrams, supplementry education center (Cleveland Schools) 1976-1977	11	4

In the Nature of Materials: Japanese Decorative Arts; 1976-1977 brochure, loan agreements, exhibit labels, correspondence, newspaper clippings, exhibit diagrams	11	5
In the Nature of Materials: Japanese Decorative Arts; photographs with labels: ceramic, lacquer, matal, paintings and prints, wood 1976-1977	11	6
Audio-Visual unit: oan agreements, requests, label orders, correspondence, exhibit diagrams, supplementry education center (Cleveland Schools) 1977	12	1
Significance of Photography as a Personal and Cultural Tool [unrealized project] correspondence, program outline 1977	12	2
Fiberworks: exhibition list 1977	12	3
Acquisitions of the Extensions Division, Department of Art History and Education; correspondence, loan agreements, conservation report 1977	12	4
Acquisitions of the Extensions Division, Department of Art History and Education; photographs 1977	12	5
A Study in Regional Taste: The May Show; 1919-1975 [history and heritage], [restricted]; lender forms, correspondence, loan agreements, expect notice 1976-1978	12	6
A Study in Regional Taste: The May Show; 1919-1975 [history and heritage]; checklists, correspondence, case diagrams,press release, show labels 1976-1978	12	7

A Study in Regional Taste: The May Show; 1919-1975 [history and heritage], photographs 1976-1978	12	8
A Study in Regional Taste: The May Show; 1919-1975 [history and heritage]; object photographs 1976-1978	12	9
A Study in Regional Taste: The May Show; 1919-1975 [history and heritage]; object photographs 1919-1930 [photo labels only] 1976-1978	12	10
A Study in Regional Taste: The May Show; 1919-1975 [history and heritage] object photographs 1931-1940 1976-1978	12	11
A Study in Regional Taste: The May Show; 1919-1975 [history and heritage]; object photographs 1941-1950 1976-1978	12	12
A Study in Regional Taste: The May Show; 1919-1975 [history and heritage]; object photographs 1951-1960 1976-1978	12	13
A Study in Regional Taste: The May Show; 1919-1975 [history and heritage]; object photographs 1961-1975 1976-1978	12	14
Afro-American in Decorative Arts: offsite loan agreements, correspondence, label order 1978	12	15
American Folk Art: From the Traditional to the Naive; correspondence A-K 1978-1979	12	16
American Folk Art: From the Traditional to the Naive; correspondence M-K 1978-1979	12	17

American Folk Art: From the Traditional to the Naive; inter museum correspondence and memorandum 1978-1979	13	1
American Folk Art: From the Traditional to the Naive; grant information 1978-1980	13	2
American Folk Art: From the Traditional to the Naive; loan agreements 1978-1980	13	3
American Folk Art: From the Traditional to the Naive; newspaper clippings 1978-1980	13	4
American Folk Art: From the Traditional to the Naive; photographs 1978-1980	13	5
American Folk Art: From the Traditional to the Naive; press release, wall copy, essay, lab service request, floor plan 1978-1980	13	6
The Public Monument and Its Audiences: correspondence and exhibit forms 1977-1978	13	7
The Public Monument and Its Audiences: press release, photographs, object information 1977-1978	13	8
Geometric Forms in Art 1978-1979	13	9
Japanese Folk Art: press release, correspondence, text block, essays 1978	13	10

Japanese Folk Art: photography 1978	13	11
Modular Unit: Northwest Coast Indian Art: site information(correspondence, object lists), label orders, memorandums 1978-1979	13	12
Modular Unit: Northwest Coast Indian Art: photographs 1978-1979	13	13
Butkin Foundation: order forms, correspondence 1979	13	14
Between Past and Present: French, English, and American Etching, 1850-1950, Correspondence (Andrews Moving, Associated American Artists, B-W, inter-museum)- including loan agreements 1978-1981	14	1
Between Past and Present: French, English, and American Etching, 1850-1950, Press release, text block, photographs, misc. 1978-1981	14	2
Between Past and Present: French, English, and American Etching, 1850-1950, Washington D.C., Philadelphia 1978-1981	14	3
Between Past and Present: French, English, and American Etching, 1850-1950, Atlanta-Cleveland 1978-1981	14	4
Japanese modular unit: local orders, correspondence 1979	14	5
Art Deco: memorandum, diagrams, object lists, shipping order, creators notes [restricted] 1979	14	6

Selections of Photography from the Cleveland Museum of Art: at the Beck Center: labels, shippping order, memorandum [restricted] 1979	14	7
Japanese Design Through Textile Patterns: correspondence, paperwork, exhibition information 1979	14	8
Selections from the History of the Poster: (by location) photographs, brochure, loan agreements, correspondence 1978-1979	14	9
Bronzes modular unit: photographs, diagrams, label orders, site information 1979-1980	14	10
American Paintings: 1825-1915: correspondence, newspaper clippings, label orders, photographs 1980	14	11
Contemporary Prints: correspondence, box lists, photographs 1980	14	12
Graphics of the American Scene: correspondence, box lists, photographs, brochure 1980	14	13
Japanese Art: object list, floor plan, photographs 1980	14	14
New Realism and Super Realism: correspondence, box lists, newspaper clippings, text block, photographs 1980	15	1
Surrealism in Perspective: memorandum, shipping orders, case lists, brochure info [restricted] 1980	15	2

Surrealism in Perspective: photographs 1980	15	3
Science Within Art: memorandum, shipping orders, loan agreements, floor plans, press release, photographs [restricted] 1980	15	4
Afro-American Traditions in Decorative Art [restricted] memorandum, expect notices, loan agreement, brochure, photographs 1979-1981	15	5
Printed Images: brochure, press release, object lists, floor plans, memorandum, photographs 1960-1980	15	6
Five Cleveland Artists: label lists, memorandum [restricted] 1981	15	7
Decorative Arts in Cleveland (1919-1970): memorandum, object lists, brochure text, photographs 1979-1980	15	8
American Realism and the Industrial Age: memorandum, case list, shipping orders, exhibition diagrams, photographs 1981	15	9
Art and the Stage: labels, catologue text, memorandum, expect notices, floor plan, photographs 1981	15	10
The Age of Elegance, Cleveland (1880-1914): correspondence A-Z(except Biehle), loan agreements, expect notices, newpaper clippings 1980-1984	15	11
The Age of Elegance, Cleveland (1880-1914) [restricted] correspondence Biehle, loan agreements, shipping orders, object list 1980-1984	15	12

The Age of Elegance, Cleveland (1880-1914): text block, exhibit diagrams, press release, unit itinerary, shipping orders 1980-1984	15	13
The Age of Elegance, Cleveland (1880-1914): photographs, negatives 1980-1984	15	14
Photographs by the Photorealists: correspondence, label orders, negatives 1981	16	1
Lithography: Process and Image: brochure, wall text, exhibit design, loan agreements, correspondence, label orders 1982	16	2
Lithography: Process and Image: photographs 1982	16	3
The Art of Bronze: correspondence, negatives, object list, show labels, newspaper clippings 1982	16	4
Cleveland Ceramics (1920's-1970's): text copy, correspondence, photography, pedestal chart, location information 1982	16	5
Cleveland Heritage Program: correspondence, loan forms, newspaper clippings 1982	16	6
Cleveland Institute of Art Centennial Exhibition: shipping orders/ loan agreements, memorandum 1982	16	7
Edris Eckhardt- Fifty Year Retrospective: program, correspondence, shipping order, object list 1982	16	8

Paper: the Continuous Thread; object list, correspondence, floor plan, show diagrams 1982	16	9
Paul Travis: Africa (1927-1928): Mrs. Paul Travis, loan agreements, correspondence, shipping orders 1982	16	10
Paul Travis: Africa (1927-1928): Site specific: CMA, Beachwood Museum, School of Fine Arts Willoughby 1982	16	11
Paul Travis: Africa (1927-1928): photographs (objects) 1982	16	12
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Schools and Libraries 1953-1993 2.5 Cubic feet [7.5 boxes]		

Libraries A-Z and Subject 1955-1992

Scope and Contents note

This subseries contains information about exhibits loaned to libraries including: case information, correspondence, exhibit descriptions, newspaper clippings, and one entire folder of art summery labels.

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Libraries A-E 1962-1992	47	1
Libraries F-Z 1955-1992	47	2
Maple Hights Library 1978-1988, 1991-1992	47	3
South Euclid: theft of objects at South Euclid branch Library 1977	47	4
Libraries being services 1978-1979	47	5

Libraries: new labels, new copy 1991-1992

Schools A-Z 1953-1992

Scope and Contents note

This subseries contains information about the schools that borrowed exhibits and is arranged alphabetically by school. It contains correspondence, applications for the school to borrow materials including lists of the individual at the school responsible for each display, photographs of the students, and press releases.

	Box	Folder
Anton Grdina Elimentary School 1976-1990	47	7
Belvoir Elementary School, University Hights 1970, 1987-1992	47	8
Berea City School District and Berea High School 1960-1967, 1975-1978	47	9
Boulevard Elementary School, Shaker Hights 1975, 1981, 1987-1989	47	10
Schools, elementary and high schools (A-B) 1953-1992	47	11
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Charles A. Mooney Intermediate School (including theft report) 1979-1987	47	13
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Cuyahoga Hights Public Schools, elementary and high 1977-1992	47	15
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Dorothy Lewis Elementary, Solon 1984-1992	47	17
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Hinkley Elementary School 1988-1992	48	2
Schools, elementary and high (G-H)	48	3
Laurel School 1980-1992	48	4
Lewis Sands Elementary School, Chagrin Falls 1982-1992	48	5
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Lomond Elementry School, Shaker Hights 1969-1992	48	7
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Westwood Elementary, Warrensville Heights 1988-1992	49	5
Schools subject files 1965-1992		
Scope and Contents note		

This subseries contains information about the schools and libraries organized by subject. This information is more generic than site specific. It encompasses all aspects of the extensions program with local schools and libraries including reports, reviews, and questionnaires.

	Box	Folder
Activity suggestions for school cases 1990	49	6
Case information, East side, A-Z by location 1965-1987	49	7
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Madison High School: Columns and Capitals 1988-1990	49	15
Paul Bakers School 1989-1990	49	16
Photographs of school "Early in American Art" project	49	17

Press releases for schools 1990	49	18
Program evaluations 1976	49	19
Public relations for schools, development of new format 1992	50	1
School brochures based on extensions case displays A-Z	50	2
School case texts, press releases, etc. ca. 1989-1990	50	3
School program evaluation report 1976	50	4
School evaluations 1989	50	5
School services booklet ca. 1989	50	6
School services booklet: photographs ca. 1989	50	7
School service review ca. 1990	50	8
School reports 1984-1985	50	9
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School questionnaire: Compiled suggestions and bibliography n.d.	50	14
Schools and libraries being serviced 1974-1979	50	15
School, libraries, and other facilities lists 1983-1992	50	16
Schools: special project; 1988 1988	50	17

Schools and Libraries by Extension's Employee 1977-1993

Scope and Contents note

This subseries remains in its original order and contains information about extensions staff members' location visits. Staff members were responsible for exhibits/displays in a specific geographical area. The files contain school visit records, school exhibit choices, and evaluations. (See box lists for staff names.) There are also a few files divided by geographical region and not by staff.

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Schools and Libraries by Extension's Employee 1977-1978	50	18
Second half request 1983	51	1
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Robert Thurmer 1984	51	3

School information 1985-1986	51	4
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School and Library information 1986-1987	52	2
Ann Boger-School information 1986-1987	52	3
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Paul Baker-School information 1988-1989	53	3
Bob Dewey-School information 1989-1990	53	4
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Schools- Paul Baker 1990-1991	53	6
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Ann Boger 1992-1993	54	6
Inge Pettay 1992-1993	54	7

Subject Files 1916-1992 1.5 Cubic feet [4.5 boxes]

75th Anniversary 1988-1991

Scope and Contents note

This subseries contains information about the production of the Art Museum's 75th anniversary weekend held in the museum and around Wade Oval. It was an elaborate production that required years of preparation. The files include those for vendors and volunteers. Diagrams, maps and vender arrangements are included along with board meetings about the event.

75th Anniversary: Agendas, minutes of meetings 1988-1991	Box	Folder
75th Amilversary. Agendas, minutes of meetings 1700-1771	54	8
75th Anniversary: electrical requirements 1991	Box	Folder
	54	9

75th Anniversary: insight/on site 1990-1991	Box	Folder
75th Amilyersary. Insight/on site 1770-1771	54	10
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75th Anniversary: rental venders: trash, toilets, tents, tables/	Box	Folder
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75th Anniversary: site 1991	Box	Folder
, e van zaman, va zwa y v zavo az z z	54	13
75th Anniversary: site requirments 1991	Box	Folder
75th Him versury. Site requirments 1991	54	14
75th Anniversary: site requests 1991	Box	Folder
75th Amilyersary. Site requests 1771	55	1
75th Anniversary: visitor comments 1991	Box	Folder
75th Amnytisary, visitor comments 1771	55	2
75th Anniversary: volunteers 1991	Box	Folder
	55	3

Extension's subject files A-Z

Scope and Contents note

The subject file subseries is a miscellaneous collection of information about the department and its exhibits. The files include information on specific exhibits, correspondence, and information about locations. They also contain memorandums, curriculums, policies, and newspaper clippings.

	Box	Folder
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Art studio: Highland View Hospital, ca. 1981-1983	55	5

The Asia Society 1990-1991	55	6
Audio visual programs, nd.	55	7
Beachwood Arts Council: Beachwood Museum 1979-1988	55	8
Beachwood Board of Education: planning for Beachwood Children's Museum 1979-1980	55	9
Beachwood Place Project 1991	55	10
Beachwood Museum construction photographs: ID 0024, [ca. 1979]	55	11
Case Western Reserve University Museum Studies and Public Works of Art Project 1971-1972	55	12
Cart and case designs, [ca. 1959-1960]	55	13
Cases 1918-1933	55	14
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Children's Museum: potential text n.d.	55	16
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Education department reference material re: the Museum collection, [ca. 1960's]	56	6
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Exhibit schedules 1987	56	12
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Exhibit schedules 1990	56	15
Exhibit schedules 1992	56	16
Extension exhibitions handbook, [ca. 1970]	56	17
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Exhibits for loan or rent 1941-1949	56	19
Facilities Served by the Extension Division 1992	56	20
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Federal Art Project: Chicago, TR7313 series, [ca. 1969]	56	22
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Goals Committee 1989	56	27
Ibis Art Productions 1988-1989	56	28
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Mobile units at other museums: correspondence 1954-1955	57	15
Monotype workshops ca. 1990-1992	57	16
National Endowment for the Arts project grant application 1978	57	17

North American Indian Gallery Installation 1971	57	18
Oberlin students projects 1975-1977	57	19
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Petition re:non-smoking policy 1991	57	21
Pick up schedule for schools, libraries, and galleries 1992	57	22
Rejected objects 1989	57	23
Reorganization of Extensions Department: long range plan 1974	57	24
Reports by Paul Baker: "Suggestions for Extensions Exhibition", "considerations for a re-orientation of the schools we serve 1990	57	25
Richard Bogges: photographs 1955, 1978, n.d.	57	26
Roads to world Understanding program 1950-1960	57	27
Roles Committee: memorandums and drafts 1988-1990	57	28
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Ship models ca. 1941, 1956	57	30

Special Reports: advisory council 1951	57	31
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State Office Building Exhibit 1983	58	4
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Strategic planning: education department historical statement 1988	58	6
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Taylor, Bea 1988	58	8
Teacher resource center 1981-1992	58	9
Threads of the Past documentary: Nancy Burnett 1990-1991	58	10
Touching Stories exhibit: Wayne Center for the Arts and Beck Center 1991-1992	58	11

Tower City Archives 1987	58	12
Travis, Paul: labels and loans to CMA for history of museum exhibit 1991	58	13
Volunteers: A-Z 1985-1992	58	14
Volunteers: Altman, Hermine: textile sample and lace project 1992	58	15
Volunteers: Wamelink, Barbara: East Liverpool ceramics presentation 1989-1992	58	16
Volunteers: correspondece and meetings 1985-1991	58	17
Volunteers: reports on volunteer activities and job descriptions 1985-1992	58	18
Wall panel sets n.d.	58	19
Workshop panel development n.d.	58	20
X-ray machine to Greece 1990	58	21
Young Peoples Classes 1987-1988	58	22
Visual Materials 1925-1992 (Bulk, 1980-1989) 0.66 Cubic feet [2 boxes]		

Scope and Contents note

This series contains photographs and negatives from exhibits produced by the extensions department. Some of the photographs are not labeled with exhibit, location, or date. Many of the photographs that are labeled do not fit into existing exhibit file folders and therefore have been filed separately in this series. Many of the photographs are arranged by extensions identification number.

Arrangement note

Arranged alphabetically.

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Large color prints in Dr. Munroe's office 1954-1967	59	3
Photograph index 1969-1971	59	4
CMA views: exhibitions, extensions, contemporary arts and crafts(multiple locations) ca. 1962	59	5
CMA views: exhibitions, extensions, glass, August 25, 1962- November 24, 1962	59	6
CMA views: exhibitions, extensions, line in art: CSU library ca. 1963-1964	59	7
CMA views: exhibitions, extensions, Classical Art (multiple locations) ca. 1964	59	8
CMA views: exhibitions, extensions, Graphic Communications, November 21, 1964-February 20, 1965 1964-1965	59	9

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Photographs, Line and Repeat Pattern n.d.	59	17
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CMA views: exhibitions, extensions at Beck Center n.d.	59	20
CMA views: exhibitions, extensions Shaker Hights Junior and Senior High School students using educational materials 1940-1942	59	21

CMA views: exhibitions, extensions North American Indian school case n.d.	59	22
CMA views: exhibitions, extensions at Cleveland Public Library n.d.	59	23
CMA views: exhibitions, extensions at Cleveland Hights Public Library ca. 1975-1976	59	24
CMA views: exhibitions, extensions misc. n.d.	59	25
Slides of Exhibitions, misc. n.d.	59	26
Photographs, negatives, and contact sheets: special project ID 0075 1985-1992	60	1
Photographs, negatives, and contact sheets: misc. identified exhibits (no matches to exhibit files) 1979-1992	60	2
Photographs, negatives, and contact sheets: identified schools, libraries, school and library displays pre-1988	60	3
Photographs, negatives, and contact sheets: schools ID 0064 1988-1992	60	4
Photographs, negatives, and contact sheets: libraries and facilities exhibition photographs 1989-1992	60	5
Photographs, negatives, and contact sheets: unidentified schools, libraries, and exhibits pre-1988	60	6

Photographs, negatives, and contact sheets: extension's staff activities ID 0020 n.d.	60	7
Photographs, negatives, and contact sheets: unidentified schools and exhibits n.d.	60	8
Photographs: misc. 1989, n.d.	60	9
Unidentified photographs n.d.	60	10

Microfilm 1919-1975 0.33 Cubic feet [13 35mm microfilm boxes]

Scope and Contents note

This series contains microfilm copies of records including exhibit records, location information, and school records.

Arrangement note

Arranged by original order

	Box	Reel
Cleveland Museum of Art Extentions: Annual Reports-histories to office files-ship models, A2004.044, Reel 1 Ex.1	61	1
Cleveland Museum of Art Extentions: office files-teacher's workshop to CPL 1975 lent for their show, A2004.044, Reel 2, Ex.2	61	2
Cleveland Museum of Art Extentions: Karamu House Art Gallery to Lakewood-East and West 1975, A2004.044, Reel 3, Ex. 3	61	3

Cleveland Museum of Art Extentions: Lakewood-early American materials to Extension exhibits- designs and mater., A2004.044, Reel 4, Ex. 4	61	4
Museum of Art Exhibition Files: by site 1919-1972 (Cleveland Schools) Hilltop-Beachwood, A2004.044, Reel 5, Ex-1	61	5
Museum of Art Exhibition Files: Cleveland Hights School (arranged by site 1919-1972) Shaker Hights School (Sussex), A2004.044, Reel 6, Ex-2	61	6
Museum of Art Exhibition Files: South Euclid-Lyndhurst School (by site 1919-1972) misc. (Quincy Branch Library), A2004.044, Reel 7, Ex-3	61	7
Cleveland Museum of Art Exhibition Files: misc. (Rico Place Theatre) (by site 1919-1972) C.W.R.U., A2004.044, Reel 8, Ex-4	61	8
Cleveland Museum of Art Exhibition Files: "A" (by type 1919-1972) embroidery-cruation, A2004.044, Reel 9, Ex-5	61	9
Cleveland Museum of Art Exhibition Files: embroidery-Czech (by type 1919-1972) Russian material appex at end, A2004.044, Reel 10, Ex-6	61	10
Cleveland Museum of Art Exhibition Files: toys-Russian (by type 1919-1972) Zak, A2004.044, Reel 11, Ex-7	61	11
Cleveland Museum of Art Exhibition Files: objects and paintings 1918-1970, exhibitions; 1969-1979, A2004.044, Reel 12, Ex-8	61	12

Cleveland Museum of Art Exhibition Files: exhibitions; 1969-1979,
A2004.044, Reel 13, Ex-9